



# City of Tempe

## FIRE CHIEF

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	044	<i>FLSA Status:</i>	Exempt
<i>Department / Division:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$156,032
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$209,596
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Fire Chief
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	Yes		

### REPORTING RELATIONSHIPS

Receives general administrative direction from the City Manager.

Exercises direct supervision over sworn, technical and support staff within the department.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of command and supervisory experience in an organized fire department, including three (3) years of management responsibility at the Fire Deputy Chief (battalion chief level) or higher.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in fire science, fire management, public administration, or degree directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of a valid driver's license.</li><li>● Designation as a Chief Fire Officer through the Commission on Professional Credentialing from the Center for Public Safety Excellence is preferred.</li></ul>
<i>Additional</i>	Must pass police background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To provide administrative leadership and direction for the Fire Department; to prepare the department for future development and the community's needs through appropriate new technologies, performance standards, procedures and processes to operate at a level of peak effectiveness to ensure safety and efficiency.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Advise the City Manager, Mayor, City Council, and the community on matters of fire prevention and suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue.
- Plan for the maintenance and development of the department as a key service provider in impacting the quality of life for people in the Community through long range plans goals and objectives, strong budget management and ongoing management reports.
- Maintain a cooperative and collaborative relationship with department membership and the labor/management process with the leadership and membership of Local 493 of the International Association of Firefighters.
- Respond to emergencies as appropriate to evaluate service delivery and provide support.
- Direct City disaster preparedness and response plans and activities.
- Represent the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out programs; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work-related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional or reduced funds required for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Maintain an active presence, while emphasizing sensitivity and appreciation of both political and public processes while displaying a willingness to meet with the community, business, professional and labor groups in an open, honest and constructive manner.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised May 1994*

*Revised July 2000*

*Revised Jan 2010 (update job duties and certification)*